

Knowledge Assessment

Fill in the Blank

Complete the following sentences by writing the correct word or words in the blanks provided.

1. A(n) **Project Schedule** is a model of a real project—what you want to happen or what you think will happen.
2. A(n) **link** is a logical connection between tasks that controls sequence.
3. A group of closely related tasks that encompass a major section of your project is a(n) **phase**.
4. A(n) **calendar** is a scheduling tool that determines the standard working time and nonworking time for the project, resources, and tasks.
5. A(n) **template** is a predefined file that can be used as a starting point to create a project schedule.
6. A(n) **note** is supplemental text that you can attach to a task, resource, or assignment.
7. A(n) **exception** is added to the project calendar to denote something different from the standard working times.
8. A task whose start or end date determines the start or finish of another task or tasks is a(n) **predecessor**.
9. A(n) **milestone** represents a significant point reached within the project or imposed upon the project.
10. A(n) **task** represents the actual individual work activities that must be done to accomplish the final goal.

True / False

Circle T if the statement is true or F if the statement is false.

F	1. Manual scheduling is not the default mode and creates a dynamic schedule.
F	2. When you initially enter tasks into Microsoft Project, they are linked in a finish-to-start relationship that can be changed later.
T	3. The Task Note field can only contain words and not pictures.
T	4. A milestone can be imposed on the project or developed and used by the project team to track project progress.
F	5. An estimated duration of three weeks for a task would be shown as 3ew.
T	6. A task calendar defines working and nonworking times for an individual work resource.
T	7. A summary task is derived from all of the detail tasks that fall below it.

F	8. Once you have entered the tasks, durations, and task links for a project, the project duration does not change.
T	9. Tasks that are indented below a summary task are called successors.
F	10. For tasks that are linked in a finish-to-start relationship, the finish date of the predecessor task determines the start date of the successor task.

Competency Assessment

Project 1-1: Adding Tasks and Durations to a Project Schedule

Using the *Tailspin Remote Drone 1* project schedule you previously created in this lesson, you will add several tasks and their durations under a summary task.

ONLINE

The *Tailspin Remote Drone 1-1* project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running.

OPEN *Tailspin Remote Drone 1-1* from the data files for this lesson.

1. Click on the name of task 19, **Analysis complete**. Drag your cursor downward so that two rows are highlighted, including the row for task 19.
2. On the keyboard, press the **INSERT** key.
3. In the two blank rows, insert the task of **Analysis of Research Data** and the task of **Report of Research Findings**. These will become the summary tasks.
4. Click on the name of task 20, and drag your cursor downward so that three rows are highlighted, including the row for task 20.
5. On the keyboard, press the **INSERT** key.
6. Click on the blank **Task Name field** for task 20. Starting in this field, enter the following tasks and durations:

Task	Duration
Analyze surveys, focus groups, and observations	2d

Task	Duration
Create follow-up actions for secondary research	1d
Conduct secondary research	1w

- Click on the name of task 24, and drag your cursor downward so that three rows are highlighted, including the row for task 24.
- On the keyboard, press the **INSERT** key.
- Click on the blank **Task Name field** for task 24. Starting in this field, enter the following tasks and durations:

Task	Duration
Compile draft copy of report	8h
Draft copy review period	5d
Review comments and compile final report	1d

- SAVE the project as ***Tailspin Remote Drone Analysis 1*** in the solutions folder for this lesson and then CLOSE the file.

LEAVE Microsoft Project open for the next exercise.

Project 1-2: Adding a Note to a Project Schedule

In this project, you will add a note to a project schedule as reminders of information to be given to new employees.

ONLINE

The ***New Employee 1-2*** file is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running.

OPEN ***New Employee 1-2*** from the data files for this lesson.

- Double-click on the name of task 9, **Take picture for employee ID**.

2. In the Task Information dialog box, on the Notes tab, key **Remember to use blue backdrop for digital pics.**
3. Click **OK**.
4. Double-click on the name of task 22, **Complete health insurance paperwork.**
5. In the Task Information dialog box, key the note, **Verify all insurance needs and any other insurance carriers.**
6. Click **OK**.
7. SAVE the project schedule as ***New Employee Orientation*** in the solutions folder for this lesson and then CLOSE the file.

LEAVE Microsoft Project open for the next exercise.

Proficiency Assessment

Project 1-3: Creating a Project Schedule for Hiring a New Employee

In this project, you will create a project schedule for the process of hiring a new employee for your department.

GET READY. OPEN a new blank project schedule.

1. Set the project start date to be October 21, 2019.
2. Enter the following tasks and durations:

Task	Duration
Write job description	2d
Notify departmental recruiter	1d
Post job internally	5d